



DHS Refers Client to MWA

- During the initial interview process, DHS will identify and refer individuals to Michigan Works! to begin employment and or educational activities
- DHS notifies the MWA through the One-Stop Management Information System (OSMIS)



MWA Orientation Process

- Orientation/initial meeting procedures are developed and agreed upon with local DHS offices.
- At orientations/initial meetings, participants are informed of employment, education, and training activities available and JET Program expectations.

Assessments/Evaluations



- During initial one-to-one meetings, MWA case managers will evaluate participant's skills, abilities, and interests
- After discussion with participant, MWA assign the most appropriate/beneficial allowable activities.



Individual Service Strategy (ISS)

- ISS Plan is to be developed within 30 days of BWP Program enrollment
- Serves as agreed-upon plan between MWA and participant.
- Addresses barriers and goals, assists with program compliance
- Kept electronically on OSMIS and updated continuously



Participation Requirements

The **federal** minimum required weekly hours for each family size are as follows:

Single-parent family with a child under the age of six: **20** (20 core)

Single-parent family without a child under the age of six: **30** (20 core)

Two-parent family not receiving fed. funded child day care: **35** (30 core)

Two-parent family receiving fed. funded child day care: **55** (50 core)

The DHS caseworker will have assigned the minimum federal participation requirements based on group composition prior to referral.



Participation Requirements

- The State of Michigan's work participation requirement for JET participants is *up to* 40 hours per week.
- MWAs must ensure that federal minimum hourly requirements are being met **prior** to assigning additional hours



Allowable Activities (Core)

- Unsubsidized Employment
- Subsidized Employment (Public & Private)
- On-the-Job Training
- Job Search/Job Readiness
- Work Experience Program (WEP)*
- Community Service Programs (CSP)*
- Providing Childcare for CSP participant
- Vocational Educational Training (Vocational Occupational Training; Condensed Vocational Training; and Internships, Practicum's, and Clinical)



Allowable Activities (Core)

- * The monthly hours of participation in a WEP or CSP **may not exceed the amount of cash assistance the participant receives per month divided by the state's minimum wage**, in accordance with the Fair Labor Standards Act (FLSA).



Allowable Activities (Non-Core)

- Job Skills Training Directly Related to Employment
- Education Directly Related to Employment
- Satisfactory Attendance at a Secondary School or GED Study


Non-core activities may be planned only if the minimum number of hours of core activities is planned.



Entry of Actual Hours of Participation

- MWAs must enter JET participants' actual hours of participation into the OSMIS within two calendar weeks of the end of each weekly period.
- Actual hours must be supported by the appropriate documentation as specified in BWP PI 06-34 and its changes.
- Planned hours may not be considered and entered as actual hours.

Acceptable Forms of Documentation for Paid Work Activities for MWA

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- Unsubsidized employment (excluding self-employment), subsidized employment, and on-the-job training.
 - Average the hours reported on a minimum of two consecutive pay stubs or written wage statements provided by the employer to project hours of paid work for up to 6 months.
 - If written documentation cannot be obtained, a telephone contact with the employer may be used as documentation.
 - Self-employment hours may not be projected. Hours must be calculated with the following formula:

Net business sales (gross revenues-expenses)/fed.min.wage
=total actual hours per month



Acceptable Forms of Documentation Unpaid Work Activities for MWA

- Documentation (i.e. a time sheet/sign-in sheet) must include:

The participant's name; actual hours of participation; the name of supervisor, educational provider, or other service provider; and the name and phone number of the individual verifying the information.



Data Validation and Reporting

The state uses a "Stratified Simple Random Sample" process to monitor and report actual hours of participation.

- Random participant case files are requested of MWAs on a monthly basis (data validation). Documented actual hours are compared with participants' assigned participation requirements by the DHS TANF Data Collection and Reporting Unit.
- The State of Michigan's overall participation rate is extrapolated from the results of the sample and reported quarterly to the U.S. Department of Health and Human Services.

Internal Controls




- ***Purpose:*** The purpose of an established Internal Controls process is to provide a consistent measure of Michigan's work participation rate when reported to the federal government (the U.S. Department of Health and Human Services).
- The process is outlined in Section IV of Michigan's TANF Work Verification Plan, effective October 1, 2007.



Triage

- Established by Michigan Public Act 468, dated December 20, 2006
- Triage is the formal meeting designed to enable MWA/DHS/MRS staff to determine whether good cause exists for a participant's non-compliance.

Triage Procedures



The triage process must be explained to participants at intake/orientation.

- A triage must be scheduled prior to any negative action being imposed.
- The MWA must notify DHS once it is aware of a participant's non-compliance so a triage may be scheduled.
- DHS is ultimately responsible for sending triage notices to the MWA, participant, and if applicable, MRS, however, other local agreements may be made for the coordination of triage meetings.
- The format of the triage (i.e. in-person, via telephone conference call, etc, is a local decision, so long as all parties are able to communicate).



Triage Procedures cont'd


- If a Triage is necessary, the participant must be placed in the "Assign to Triage" activity on the OSMIS.
- If a good cause agreement cannot be reached, the immediate supervisors of the DHS staff, MWA staff, and if applicable, MRS staff, involved will be responsible for reaching an agreement.



When is a Triage NOT Necessary?

- The MWA case manager should not participate in a triage for a no call/no show client. No show/no call referrals should not be activated in the OSMIS.
- Triages are not required in the instances of:
 - Death (of the participant)
 - Found Ineligible after referral
 - Deferred
 - FIP case closure (other)
 - FIP case closure (income)

What if participants fail to attend scheduled Triages?

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- If a participant fails to show to the scheduled triage, allow the case to close. DHS can reinstate benefits if good cause is later determined to have existed.



Benefits of Triage

- A triage should not be viewed as a negative event or a punitive measure against participants.
- Triage increases communication and allows for the transfer of information between MWA staff, DHS staff, MRS counselors, and participants.
- A triage may identify participant barriers that have not been previously addressed.